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*Working together to be the best that we can be.*

# Charging and Remissions Policy

**2019-2021**

Happiness

Perserverance

Resilience

Kindness

Friendship

Respect

The **Goldsborough Sicklinghall Federation** promotes the safeguarding and welfare of all pupils in its care. All policies work alongside our Child Protection Policy, Safeguarding Policy and Equalities Scheme, which sets out our strategy for ensuring equal opportunities for all.

This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the **Goldsborough Sicklinghall Federation’s** Governors and will be adjusted in line with new Government or Local Authority recommendations. It sets out the **Goldsborough Sicklinghall Federation’s** position on charges, remissions and lettings.

## **Responsibilities**

The Governing Body of the **Goldsborough Sicklinghall Federation** are responsible for determining the content of this policy and the Headteacher for its implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## **Summary - where charges cannot be made**

The Governing Body of the **Goldsborough Sicklinghall Federation** recognises that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip that is a part of the National Curriculum coverage. An educational trip that **ENHANCES** the curriculum is classed as an ‘optional extra’ (and will be charged for) (Ref. pg. 5 ‘Charging for School Activities’, DfE, May 2018)

## **Summary – where charges can be made**

- **Board and lodging** on residential visits (not to exceed the costs). This does not include the cost of **activities**, which must be paid for by **all parents** (unless school can make arrangements via the activity centre to review the activity charges for FSM children).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused willfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity and all 'optional extras'.
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2-year-olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

## **Summary - Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following;

- a) Educational visits out of school or visitors into school
- b) Transport as part of an **enhanced** educational activity.
- c) Transport after school to an organised event e.g. Sporting fixture

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher **who may be in a position to consider extenuating circumstances on an individual basis**.

The level of voluntary contribution expected from a class is 100% of the children - this would mean that **all pupils need to make a voluntary contribution. This does not include the children who are in receipt of the support listed above (FSM). These children will be separately budgeted for.**

### **The system in place for encouraging 100% contribution is:**

- Parents will be informed of school trips with at least 5 weeks' notice.
- Parents will have the opportunity to pay for residential trips in installments.
- Parents will be sent reminders about the trip and the status of payment for that class as a whole class or on individual basis as necessary. Parents will be informed 2 weeks prior to the visit if insufficient contributions have been made. A further opportunity will be presented for any outstanding payments within the week to follow and after this, the visit will be cancelled and a letter sent to parents.

## **Voluntary Contributions and Responsibilities of Staff**

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the School or any School activities and the School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. **If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.** The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution.

No student will be excluded from an activity because his or her parents are unwilling or unable to pay. **However, if insufficient voluntary contributions are raised to fund a visit, it may be cancelled.** Letters to parents will be very clear in outlining this and also with regard to allocating places for after school clubs or limited capacity visits e.g. '**on a first come first served basis up to \_\_\_ number of children.**'

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as '**optional extras**'. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. It is intended that School-based extra-curricular activities should be free or low cost. **The School will do its best to offer assistance or remission of charges in any case where there is hardship, however, a small pre-agreed contribution will be agreed with the Headteacher.**

For activities during normal School hours and/or within the National Curriculum, parents may be asked to make a voluntary contribution **to cover the cost of the transport and / or activity** to enable it to go ahead. Each year, such visits are likely to include educational visits that enhance and enrich the children's learning across the curriculum.

When making requests for voluntary contributions to school funds, parents will not be made to feel pressurised into paying as it is not compulsory. The **Goldsborough Sicklinghall Federation** will ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions. Most payments are made via ParentPay unless there are specific circumstances that require a different method to be used.

Where no communication is received from the parent and the deadline for payment is one school week or less, the school reserves the right to contact the parent / carer to remind them that the voluntary contribution is due. This is usually via text message. **If the number of parents who do not intend to pay falls below 85% of the cost of the educational visit, the visit will be cancelled.**

Where parents / carers have ticked the box on educational visit letters to say that they do not intend to contribute to a trip / visit, they will not receive a reminder to pay. However, should the minimum of 85% voluntary contributions required not be met, all parents will receive an update prior to the visit being cancelled to allow for anyone whose situation / decision has changed to pay if they feel they can. There is no pressure to pay following this stage of the process but conversations can be had with school if financial support is required.

Charges and contributions are calculated to cover the cost of the visit – this is calculated based on the travel costs, activities and accommodation costs. At this stage, school often decides to subsidise the school visit as a contribution from the curriculum. For this reason, it is extremely unlikely that contributions from an activity exceed the actual cost. However, if this situation occurs, the **Goldsborough Sicklinghall Federation** will refund surpluses of £1 or more per student where the charge for the activity is under £20; and £5 or more per student where the charge for the activity is £100 or more. Any surplus of less than £1 per student, where the charge for the activity is under £20 and less than £5 per student where the charge for the activity is £100 or more will be retained in the School Fund for use with other activities. A charge may include an allowance for the cost of staff from the School who supervise optional extra activities if those staff have been specifically asked to cover the activity as an 'optional extra'. **Where residential visits are pre-booked, all families will be expected to pay the deposit, even if school helps them with the remaining payment. If these are cancelled, the parents will only receive the proportion of the refund that the provider or transport operator has returned to school. If the provider keeps the deposit, the deposit returned may be £0.**

Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

## Charging Structure

For residential courses during the time of normal school hours, parents are asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. The payments will be spread across multiple payment dates to support families with meeting the costs of the residential. The school will contribute to the cost of the residential for children whose parents receive income support benefits, where it is still possible for the visit to go ahead. The School will do its best to offer assistance and remissions in any case where there is hardship. This will be agreed by the Headteacher in advance of the residential going ahead.

Where the **Goldsborough Sicklinghall Federation** organises foreign exchange visits, contributions will be requested from parents to cover travel, board and optional activities during the trip.

Parents may be charged for some or all of the cost of damage to School property where this has been intentional. **Parents** will be expected to meet some or all of the cost for replacing lost or damaged books or equipment.

## Activities and Visits

If the number of School sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during normal school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the day, regulations require that a school day be divided into two sessions: a 'half day' means any period of 12 hours ending with noon or midnight on any day. Time spent on travel counts in this calculation if the travel itself occurs during school hours. Activities during normal school hours may only involve a request for a voluntary contribution; parents may be charged an amount to cover the costs incurred to the **Goldsborough Sicklinghall Federation** for activities mainly taking place outside of school hours.

Where possible, parents will be informed of the decision to ask for contributions at the planning stage of activities.

Planned activities may be cancelled if financial support is not forthcoming. Parents may be asked to make a voluntary contribution towards activities taking place during school time, towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the **Goldsborough Sicklinghall Federation's** basic curriculum for Religious Education.

Parents will be asked to meet the full cost of optional extra activities that occur outside of normal school hours, where these activities are not a necessary part of the National Curriculum. Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal school sessions. Students whose parents are receiving the following benefits should not be prevented from taking part in any School activity or trip that is open to other students:

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals. [Apply here.](#)

These children will be systematically listed within school as being '*Pupil Premium*', specifically detailed as 'Free School Meals' (FSM); this **does not** include the children who are listed as 'Ever 6', who will be removed from consideration of exemption.

Proof of receipt of the above support payments will be required from parents. Within the **Goldsborough Sicklinghall Federation** and specific to each school, a sum of money will be calculated and budgeted each year for specific FSM costings, to which they are entitled.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

In cases where a small proportion of the activity takes place during school hours, the charge will include the cost of alternative provision for those students who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

When the **Goldsborough Sicklinghall Federation** informs parents about a forthcoming visit, the member of staff leading the trip should make it clear that parents who can prove they are in receipt of income support benefits will be exempt from paying the cost of board and lodging. However, where voluntary contributions would not cover the cost of a visit, it would be likely that the visit would be cancelled where the trip was not an essential element of the curriculum.

### **Music Tuition**

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

### **Extended Schools**

Both schools in our federation offer Breakfast Club and After School Club sessions. These are charged based on whole or part sessions. Details of current charges can be found on the schools' respective websites or further information can be requested via the email addresses specifically for this wrap-around care:

## Extracurricular Clubs

Both schools offer extra-curricular provision in the form of after school interest clubs. As these fall entirely outside of curriculum teaching hours, school seeks payment from parents / carers to cover the cost of the club.

**These payments must be paid in full, in advance of the sessions starting otherwise a place may be offered to someone else.**

It is our intention to charge a sufficient amount for each club to cover the cost of the club leader, administration and site running costs. The cost of the sessions is not allocated in order to make a profit, however, if in the instance income did exceed the cost but did not meet the refund threshold as explained earlier in this document, the school will reinvest the additional revenue in areas that enhance pupils' learning.

**If a child is listed as Pupil Premium and on FSM but the cost of this club cannot be met, the parent should discuss this with the Headteacher so that every child has equal opportunities and access to clubs on offer.**

## Early Years

There is currently no provision for nursery or pre-school pupils at either school within the federation.

## School Meals

The Headteacher and Governing Body will determine and publish the price to be charged for school meals. This will be reviews in line with the school's food supplier. The Government reimburses school with £2.30 for Universal Infant Free School Meals.

## Swimming

School will meet the cost of swimming lessons as part of their curriculum offer. However, parents will be asked for a voluntary contribution to meet the cost of the transport to and from the swimming pool.

## Minibus use

Only the school's pupils, staff or parents may travel at a charge in the school's minibus. Currently the charge is between £1 and £2 per pupil per visit. This is regardless of distance.

Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. The permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements. A permit is not required if no charge is made.

- the **Goldsborough Sicklinghall Federation** will not raise funds to make a profit by charging for travel in their minibuses; the charge of the minibus will not exceed the cost of the activity. This cost incorporates other charges in relation to e.g. The cost of non-teaching staff required to accompany the children for the activity. (Ref. pg. 5 '*Charging for School Activities*', DfE, May 2018)

Charges may recover some or all of the costs of running the vehicle, including loss of value. However, the service may not make a profit, either directly through the fares charged or incidentally as part of a profit-making activity, even if a profit would go into the school's other running costs or for charitable purposes. A charge is any payment made in cash or kind (for example a club subscription) by or on behalf of a person which gives them a right to be carried.

All sporting trips are considered to be 'optional extras' and as such, will incur a charge whereby 100% of payment is required for the trip to go ahead.